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ABSTRACT

A policy and procedure manual for all members (new and current) of the church or synagogue library staff is valuable because it preserves continuity in library administration, gives an easy reference to policies and procedures, helps maintain efficiency and effectiveness, provides a first step in establishing a new library, and provides a guide for library helpers and committee members. The purpose of this guide is to suggest information to be included in such a manual. Information on the following is provided: mission statement; goals and objectives; organizational chart; history; personnel; staff selection policy; financial policies; facilities; furnishings and equipment; selection policies; processing materials; sources of materials, equipment, furnishings and supplies; circulation policies; library public relations and promotions; inventory-weeding-maintenance procedures; reports; long-range planning; and professional memberships. An index is also provided. (AEF)

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CSLA Guide No. 9

ED 425 759

A POLICY AND PROCEDURE MANUAL FOR CHURCH AND SYNAGOGUE LIBRARIES

A Do-It-Yourself Guide

Second Revised Edition

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A CHURCH AND SYNAGOGUE LIBRARY ASSOCIATION PUBLICATION

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The Church and Synagogue Library Association was formed in 1967 to provide educational guidance in establishing and maintaining congregational library service.

The organization issues publications relating to this branch of librarianship, including *Church & Synagogue Libraries*, a bimonthly publication containing news and informative articles for members and subscribers.

Membership in the nonprofit association is open to all who are interested in church or synagogue libraries. Provision is made for membership in the name of an individual, church or synagogue, or institution. There also are affiliated, contributing, and honorary membership categories.

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CSLA Guide No. 9
Second Revised Edition
1998

CHURCH AND SYNAGOGUE LIBRARY ASSOCIATION
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ABOUT THE AUTHORS

The Publications Committee of the Church and Synagogue Library Association, Susan Ackler, Carol Campbell (Chair), Steven Hill, and Dianne Oswald have been responsible for the Second Revised Edition. The original version of this Guide was done in 1980 by Martin Ruoss, a member at that time of the New Mexico Chapter of CSLA. We are indebted to Martin for the thoroughness in which he wrote and designed this guide. Many inputs and suggestions were given to the Publications Committee by Joyce Allen, Past President of CSLA. Janelle Paris, a Past President of CSLA and current instructor for the correspondence course in librarianship of the University of Utah also gave many recommendations.

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INTRODUCTION

What Is a Policy and Procedure Manual? It Is...

A manual for all members (new and current) of the library staff that includes instructions of what to do and how to do it.

A written record of basic information, policies, rules, and procedures for operating an efficient library.

A document that includes written text as well as examples and illustrations.

A compilation of all pertinent and miscellaneous pieces of information that apply to the library.

It Is Valuable for the Library Because It...

Preserves continuity in library administration.

Gives an easy reference to policies and procedures.

Helps maintain efficiency and effectiveness.

Provides a first step in establishing a new library.

Provides a guide for library helpers and committee members.

Presents a history of the library and its development.

Suggestions

Invite several persons (three to five) from your congregation to join in preparation of this manual. Set aside enough time to read, study, and discuss what would be most helpful for your library workers. Start by purchasing a three-ring binder. You will be able to insert pages as needed making the manual flexible and expandable.

The purpose of this guide is to suggest information you will want to keep in your manual. No two manuals are alike. You may decide not to include all that is suggested here, or you may think of other information to add. Your manual will be unique to your library.

You may also want to read CSLA Guide No. 1, *Setting Up a Library: How to Begin or Begin Again* and CSLA Guide No. 6, *Standards for Church and Synagogue Libraries: Guidelines for Measuring Effectiveness and Progress*.

1. MISSION STATEMENT

Every library needs to prepare a written statement explaining its purpose. Many problems will be avoided by a clearly written mission statement before you begin to build your Policy and Procedure Manual.

As you prepare your mission statement, consider these factors:

Why is your library needed?

What is its main function?

Which congregational groups will be served?

Who may use the library?

Who will sponsor and support the library?

How will the library be funded?

What services will the library provide?

Will it be staffed by professionals or volunteers?

Who will develop the policies? If a library committee does not exist, invite 3 to 5 interested members from the education department and congregation to help with this effort.

After you have written your mission statement it will need to be approved by the church or synagogue governing body. Then, insert a copy on the first page of your Policy and Procedure Manual.

The following are examples of mission statements you may wish to consider:

Example 1

The Resource Library of _____ of (under the sponsorship of _____) was organized _____for the purpose of providing books and other teaching and life enrichment materials for members of the congregation, its auxiliaries and its community. The library staff may accept funds and gifts of materials that help to accomplish this purpose. Specific rules and guidelines for operating the library are determined by the library staff with the approval of the _____of this congregation.

Signed by the chair of library committee

Example 2

The main goal of the Amanda Barnhart Peirce Library of the First Presbyterian Church of Flint is to provide a collection of materials for members and friends which will:

1. Serve all who seek to grow in their understanding of the Christian faith;

2. Encourage Christian responses to life situations and experiences through faith which is growing in understanding;

3. Provide for the support of the church's programs.

Example 3

The purpose of the St. Ambrose Episcopal Church Library is to strengthen the Christian faith of the entire St. Ambrose community, including Sea Breeze School. All members of the church, staff of the school, and parents and students of the school may use the library. Other members of the larger Foster City community or other churches may use the library if they have registered with the librarian.

The library's funding will be from the annual budget, special gifts, grants, memorials, and proceeds from fund-raising activities. The library committee will select and review all library materials and determine if they address the overall purpose of the library.

This policy statement may be revised periodically or amended as needed by the library committee subject to the approval of the Bishop's Committee.

Formulated by the Library Committee, St. Ambrose Day, 1993.

2. GOALS AND OBJECTIVES

In order to accomplish its mission or purpose, a library needs goals and objectives. Goals are general statements that express the library's plans to carry out its purpose. They may be short-term, intermediate, or long-range. On the other hand, objectives are specific and measurable action plans or strategies. They tell who, what, where, when, and how.

The following are examples of what goals and objectives a library may have:

GOAL: to stimulate growth in religious knowledge.

OBJECTIVE: to publish reviews of selected new books in the congregation's newsletter every three months.

GOAL: to organize the library so that it will be able to provide prompt and satisfactory service.

OBJECTIVE: to catalog the existing library collection using the Dewey Decimal Classification system by (give a date).

GOAL: to foster a pleasant, attractive, inviting atmosphere in the library area.

OBJECTIVE: to develop a plan to raise money to purchase new library furniture by (give a date).

GOAL: to encourage volunteers to serve in the library.

OBJECTIVE: to request through the congregational newsletter the need for library helpers twice a year.

GOAL: to develop a variety of means for publicizing the services and needs of the library.

OBJECTIVE: to sponsor an open house for the library to demonstrate its new computer capabilities.

GOAL: to select the best books and other materials to serve the needs of the congregational community.

OBJECTIVE: to keep abreast of new books by reading relevant reviews and by soliciting input from the congregation on a regular basis.

All members of the library committee should be aware of the current goals and objectives. They should be reviewed periodically to measure accomplishments and to design new ones. Library reports—monthly, quarterly, or annually—are excellent tools for discussing goals and objectives.

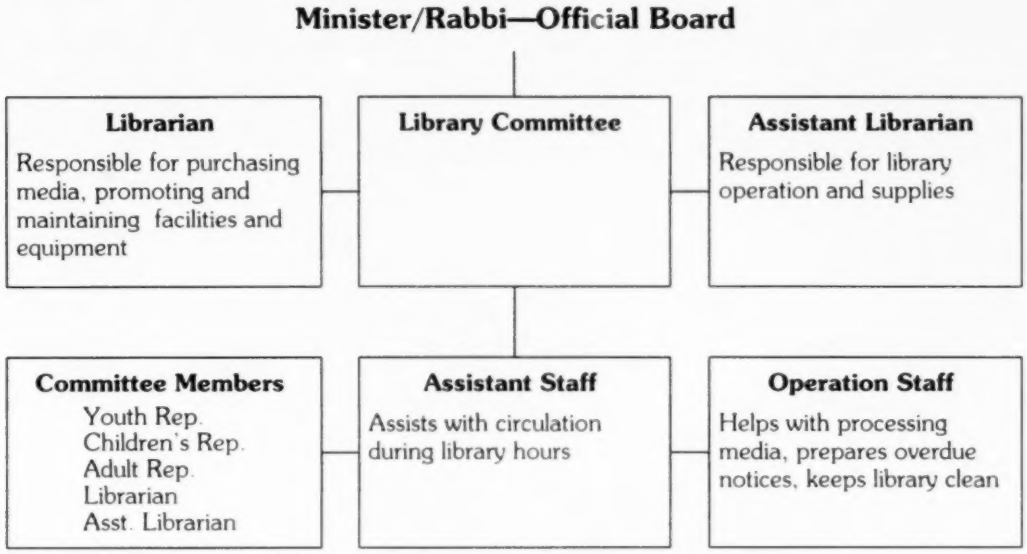
...from Joyce Allen, Past President CSLA

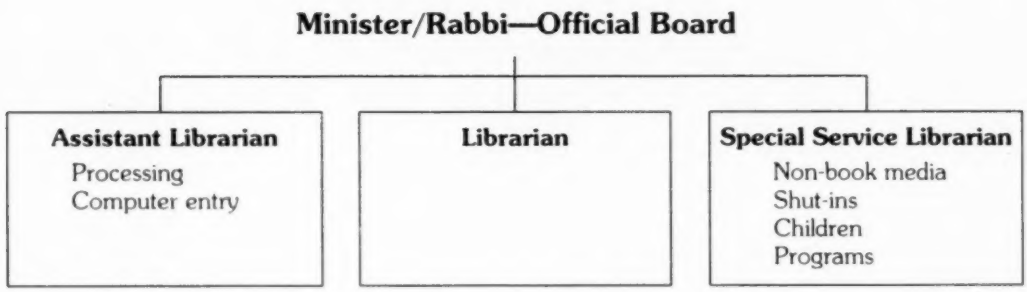
3. ORGANIZATIONAL CHART

An organizational chart helps to show responsibilities of each person involved and the relationships of the library workers to each other and to the sponsoring congregations. Such a chart is an essential part of the Policy and Procedure Manual. As the library grows, new positions and responsibilities should be added to the chart.

Keep in mind that the chart should always represent actual operating procedures.

The following is an example.





4. HISTORY

You will want to record the history of your library, even if it is only a few months old. If your library already has a history that has not been recorded, start immediately to gather the information that should go into this section.

In assembling historical data, think of events such as these:

Facts and dates of the first planning meetings.

Initiators of the library project.

Clergy at the time the library was started.

Facts and dates of library opening and dedication.

Number of library volumes on opening day and annual additions.

First library location and later moves.

Key personnel and dates of service.

Anniversaries and other celebrated milestones.

Funding sources, memorials and gifts.

If there is a separate archives collection, collect and keep photographs of historical value, anniversary programs, special announcements and bulletins, etc. A record of their existence and location should be recorded in the Policy and Procedure Manual. Diligent recording of the events in the life of the library will be extremely valuable in the future. Keep this section current!

5. PERSONNEL

An up-to-date list of names and dates of service becomes a very valuable reference section in the library's Policy and Procedure Manual. Consider the following:

Names and dates of service of library workers. In time the list becomes cumulative and its contents may be transferred to the historical section or perhaps to the congregational archivist.

Names of persons who have served on the library committee or in some other capacity, such as library representatives from congregational groups or as speakers at significant library meetings, planned special events, etc.

Current list of library workers and committee members along with their responsibilities.

6. STAFF SELECTION POLICY

Decisions or principles adopted by the library committee or governing board concerning the library personnel should be recorded. The policies revolve around the following:

Librarian

Is this person also chair of the library committee?

Who selects this person? How? To whom is this person responsible?

What qualifications are sought? (such as enthusiasm, cooperation, faithfulness, etc.)

What education or training is needed? Should this person be a professional or a paraprofessional? What memberships in a professional association would be helpful; e.g., CSLA, ALA, or a state library association? Correspondence courses?

What training and help can the congregation, library committee, etc., provide?

What is the term of office?

Library Committee

How are the library committee members appointed?

To whom are they responsible in the congregation?

Does the minister or rabbi have a voice on this committee?

How many are elected? Do they represent certain groups in the congregation, such as women, youth, education, program, etc.?

What is the term of service?

Other Staff

How many are needed? For what length of service?

Who does the recruiting? Final approval?

What are the duties to be performed?

What training can be provided? Attendance at library meetings, workshops, conferences?

Working conditions?

Job Description

It should describe the general and specific responsibilities and duties of those who perform the work in a library. It is important that each library worker has a written job description as it aids in recruitment and training. It also minimizes confusion.

For example:

Assistant Librarian—Helps with processing books, follow-up of overdue notices, opens and sorts mail.

Gift and Memorial Director--The director will be responsible for maintaining a file of gifts and memorials. She will:

- Insert an appropriate donorplate in each item.
- Add the entry to the memorial book album

Note: CSLA Guide No. 1 *Setting Up A Library* and No. 6 *Standards for Church and Synagogue Libraries* have further information pertaining to all aspects of library personnel.

7. FINANCIAL POLICIES

A clear understanding of the financing of the library should be acquired from the library committee and/or governing board of the congregation. As decisions concerning finances are made by these groups, they should be recorded in this section of your manual.

The following items should be considered:

Source of Funding

From the congregation's budget?

From a department's budget of the congregation?

Will library fund-raising events be allowed? What kind? How often? (these should be supplemental only, not a replacement for the regular budget)

Gifts, special donations, memorials?

Endowments?

Grants?

Budgeting

Who is responsible? Who makes budget requests?

What will the reporting procedures be?

What expenditures can be made without special approval? Any limit?

How much is allocated for books, CDs, periodicals, supplies, etc.?

Is membership in a professional organization, such as CSLA, paid?

Conference expenses?

What is allowed for repairs and maintenance? Furnishings?

Plans for expansion?

The following is an example you might consider:

Church Library Budget

Additions		
Books, cassettes, videos, CDs, CD-ROMs, materials for adult education and Sunday School	$	700.00
Supplies		
Maintenance materials for all existing media	$	200.00
Dues		
CSLA membership dues, 5 chapter memberships	$	60.00
American Library Association	$	40.00
Periodical subscriptions		
6 renewals	$	150.00
Total Request	**$**	**1,110.00**

Submitted by _____

Expenditures

Will the library have a separate bank account or are all funds deposited with the congregational treasurer?

Who authorizes and audits the accounts?

What records need to be kept?

Who authorizes expenditures?

Will special requests be allowed?

Note: CSLA Guide No. 13, *The ABC's of Financing Church and Synagogue Libraries: Acquiring Funds* by Claudia Hannaford provides additional information.

8. FACILITIES

The Policy and Procedure Manual should contain a record of the location of the library, its expansion or its move to other locations. Keep in mind the "why" as well as the "where" of each of these decisions.

The following are items to be considered:

Where is the library to be located? Why?

Will it be part of a multipurpose room or have its own space that can be locked when not in use?

How much space will be needed? In five years? In ten years?

How large will the collection become? How many volumes?

Will there be space for processing materials in the library or in another space?

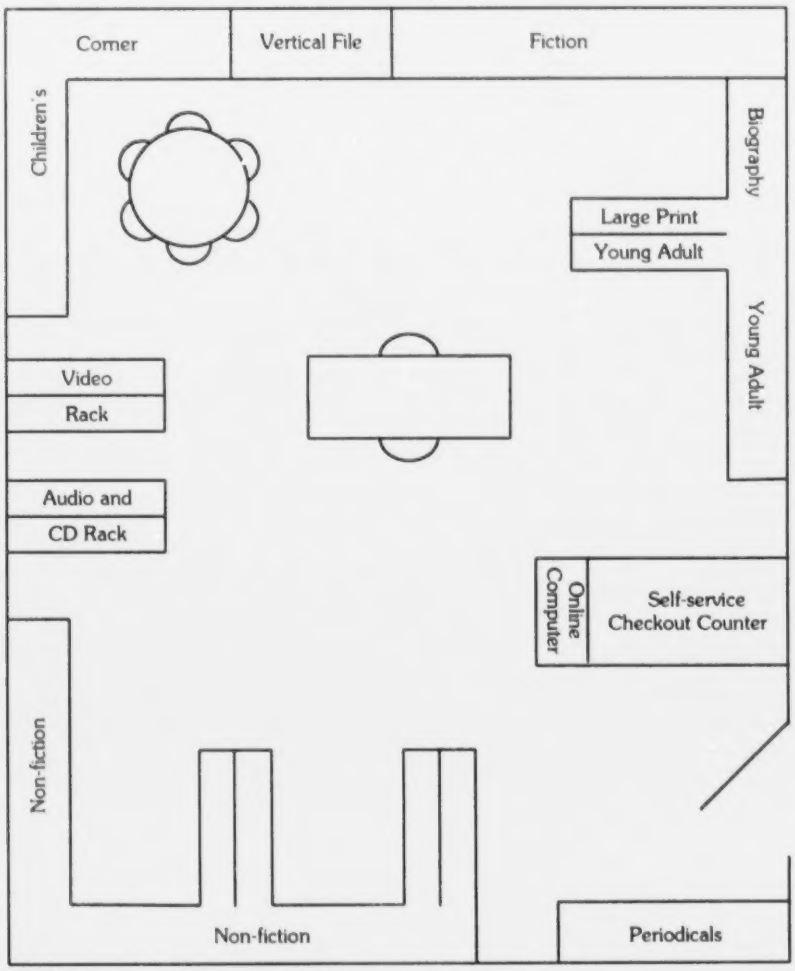
Are multimedia materials to be included? Is there space for viewing? Storage?

Who will provide regular maintenance for the library? Who should be contacted for maintenance needs?

Will there be provision for self-service if library is not always attended?

A diagram of the library should be drawn as it is now established, or how it will be in the future. This should be posted.

The following is a diagram of a library that has functioned well:



Note: See CSLA Guide No. 6, *Standards for Church and Synagogue Libraries* for additional information on physical requirements.

9. FURNISHINGS AND EQUIPMENT

Criteria should be established for the furnishings and equipment to be purchased for the library.

General Characteristics

What is the item intended to do?

How many are needed?

What is the per item cost?

Is it easy to use? Does it fit the people using it? (e.g., chairs, height of shelves)

Is it portable and flexible?

Is it safe? (no sharp corners, e.g.)

Is there adequate storage space?

Is it colorful, durable, sturdy, comfortable, functional?

Will there be repair and maintenance costs?

Specifics

Apply the above criteria to the items you will need for your library: adequate shelving (is it movable, adjustable?), computer or card catalog, charging desk, sufficient seating, periodicals, dictionary stand, workroom facilities, lounge area, display case, book trucks, files, etc.

As each item is purchased, an entry should be made in the manual as to when it was purchased, from whom, cost, serial and model number, if applicable, etc. Information on repairs should also be included. Also consider entering in your accession book as a special insertion.

10. SELECTION POLICIES

Selecting materials is a large part of the work of the library staff; therefore it is necessary to have a written policy. Consider the following items:

Policies

Standards for Selection

Has it received good reviews?

Is the publisher/producer reliable?

Is the author qualified?

What is the price?

Does it fulfill the purpose of the library?

What proportions are needed, nonfiction, reference, juvenile, etc.?

Who will use it?

Is it appropriate for the age level?

Personnel

Who will do the selecting?

Who is responsible for purchasing?

Gifts

Does the donation meet the objectives?

Are duplicates needed?

What will be done with unacceptable items?

Can alternatives be found?

How will gifts of money be handled?

How will memorial gifts be handled?

Consider the following example:

We invite members and friends of the congregation of St. Thomas Church to give a gift to the Gardner Memorial Library.

A gift is appropriate as a MEMORIAL to a friend or family member who is deceased. It is also appropriate as a way to HONOR someone or some event in the life of a friend or loved one.

We invite groups or classes in the life of St. Thomas to give a gift as a MEMORIAL or as a way to HONOR someone, e.g., Sunday School teachers, class leaders.

Acknowledgment cards will be sent to the donor and person or family that is memorialized or honored. Donorplates will also be placed in the item selected. The gift will be listed in the library Memorial Book.

All checks should be made out to St. Thomas Church and marked for the "Library." All gifts are tax deductible.

You may want to include a statement concerning gifts of used materials. Such as,

---

The Pleasantville Library will accept donations of used materials as long as they are in good condition. We reserve the right to discard such donations if they are in poor condition, inappropriate for our congregational library, or a duplication of materials.

Be sure the donor is aware of your policy before accepting materials.

Procedures

Ordering. Who has the major responsibility? Indicate this in the manual with the step by step procedures you follow. Keep a copy of purchases ordered. When they arrive, check invoice, process it, pay it. Notify the person or class who requested the purchase. Post or publish a notice of arrivals.

A "want" list. Keep this current for new purchases. Post lists of wanted books/media and indicate the means in which someone can respond with the particular donation or a gift of money. Include the price.

Weeding. Every library should be kept up-to-date. Books and materials that are never used should be removed from the library and some provision made for their disposal. Some questions to ask in the weeding process would include the following: Is it available in a newer or better edition? Is it too old to be useful? Is it out of print? Is it a duplicate? Is it worth repair or replacement?

The following is a sample selection policy. You may want to consider this a guide in planning your policy statement.

1. The library exists to serve our congregation in its ministries.

2. All library materials are selected to complement our purpose.

3. Selection is made by the library committee or librarian on a regular basis.

4. Selections are made within the parameters of the budget and from acceptable gifts.

5. Budgeted items are chosen because they have been recommended by the committee, the pastors, the leaders, or others and are based upon recommendations in library literature and from religious publishers and other church or synagogue publications.

6. Gift items are accepted for use in the library if they complement our purpose and are physically useful for circulation.

7. This policy may be amended at any regular meeting of this committee, provided a one-month notice has been given.

Note: CSLA Guide No. 6, *Standards for Church and Synagogue Libraries* and Guide No. 17, *Nonbook Media To Go* each has an extensive sample selection policy.

11. PROCESSING MATERIALS

The public use of the library requires that books and other media be shelved or stored in some order so that the subject of the materials is easily identified and found. The guide to the materials is the traditional card catalog or computer catalog system.

It is recommend that church and synagogue libraries use the Dewey Decimal Classification system for organization of their library materials. There are other systems you may choose, but whatever one you follow, indicate the classification tools used, e.g., CSLA Guide No. 7, *Classifying Church or Synagogue Library Materials* or *Abridged Dewey Decimal System*. Also indicate subject heading tools used, e.g., CSLA Guide No. 8, *Subject Headings for Church or Synagogue Libraries*, or *Sears List of Subject Headings*. If you are using a traditional card catalog, list your rules for filing cards. What computer program do you use?

You may want to illustrate other items in this section of your manual such as where you enter the accession number (entering of each library item as it is acquired), where the item is stamped with library name and address, placement of pockets and date slips, exact location of the spine label, bar code placement, placement of donorplates, protective covering materials for book and nonbook media, etc.

Note: Assistance in cataloging and processing is available from CSLA, Guide No. 5, *Cataloging Made Easy* by Ruth S. Smith; Guide No. 7, *Classifying Church or Synagogue Library Materials* by Dorothy Kersten; Guide No. 8, *Subject Headings for Church or Synagogue Libraries* by Dorothy Kersten.

12. SOURCES OF MATERIALS, EQUIPMENT, FURNISHINGS AND SUPPLIES

You may organize this section of your manual in different ways. You may choose to have one alphabetical list of all sources, four separate lists under each of the above subjects, or items purchased from each supplier.

Whatever you decide to do, this list of sources will be valuable to the next person doing ordering of any kind for your library, or for checking back to see where items were purchased.

List the name, address, telephone numbers of the company from which materials or equipment was purchased, as well as any other information of use to the person doing the ordering e.g., special discounts to library and return policies.

In addition, list periodicals received, cost of subscription, and expiration dates.

Also list the State Tax Exempt Number for your congregation if it is appropriate. Note that your library is entitled to mail library related items to other book or library groups at "library rate."

An example of a supply list might include the following:

Library Supply List

Metal book supports	Gaylord 163-1		1.40
Shelf labels (both in desert sand color)	Gaylord K2		12/26.85
Book jacket covers, rolls	Gaylord	10"	43.50
		12"	52.50
		16"	60.75
Laminating Film, roll	Gaylord	9"	16.99
2.5 ml		12"	18.99
Pockets, vinyl heavy duty clear	Gaylord 200		49.90
Pockets, reinforced style R	Gaylord		12.60
Pocket date slip, gummed	Gaylord		9.95
Book cards, medium	Gaylord 45M		14.35
Charging tray, oak single	Gaylord 51		34.95
Tape, clear book	Gaylord 1141	2"	4.79
Book holders, white wire	Gaylord 650A		12/13.65
Computer label sets	Brodart 55 361 001		34.95
Computer card stock	Brodart 55 750 561		26.95
Card sorter	Brodart 55 829 001		32.95
Media bags	Highsmith L97-3334068		10/7.15
	Highsmith L97-79232		10/4.50
Donorplates	Demco P131-3926		6.95
	Demco P131-3946		6.95
CD jewel boxes	Demco P153-6539		.99
Video boxes	Video Store Services #7728, full sleeve, black		100/49.00
(update prices regularly)			
Brodart	1-800-233-8959		
Demco	1-800-356-1200		
Gaylord	1-800-448-6160		
Highsmith	1-800-558-2110		
Video Store Services	1-800-999-0771		

13. CIRCULATION POLICIES

As policies for the use of the library are made by the committee or sponsoring group, record them in your Policy and Procedures Manual. Some of them such as who may use the library, hours and rules for use, overdue fines, accepting donations, etc., should also be posted in a prominent place in the library and considered for publishing in the congregational newsletter.

In making policies, you will want to consider the following:

Who may use the library? All ages? Children? Members of the congregation only or include members of the community?

What is the loan period? Are there overdue fines? Are renewals possible?

Are longer loans encouraged, such as for class projects?

Where may reference materials be used?

Is there a self-service charge-out procedure for times when the library is not staffed? Where will materials be returned?

Library hours—Be imaginative in designing the schedule. Consider having the library open and/or staffed when most people are in the building, e.g., worship hours, meeting times, afternoons, evenings, or?

Include your schedule in your manual and keep it current. What about special schedules for summers, vacation days, etc.?

Be sure your library staff is familiar with the policies and post the most important ones in appropriate places. Have a set printed for patrons' use. Consider printing these on a bookmark along with library name and address. Record all policies in this section of your Policy and Procedure Manual.

14. LIBRARY PUBLIC RELATIONS AND PROMOTIONS

Every library needs to publicize what it has to offer and to inform its patrons of its services, policies, etc. If you have a regularly published newsletter, information about it should be included in your manual. Consider the following:

How often is it issued?

What is its title, number of pages, printing process?

Who is responsible for its preparation?

How is it paid for? How is it distributed? (in the mail, separately or with other congregational publications, in the bulletin at worship service, etc.?)

What other publications does your library have and what are their purposes?

How do you introduce new members or new patrons to your library? Do you have a handbook? Do you publish book lists? List of new purchases?

Do you have a bulletin board for your use? Who is responsible for this?

Do you have regularly scheduled visits to your library? Weekly children's story hours? Open houses? When? Who sponsors them? Occasional contests? Special displays?

What other items do you publish, such as bookmarks, inserts for your worship bulletin, etc.?

Note: CSLA Guide No. 2, *Promotion Planning Year 'Round* by Claudia Hannaford and Ruth S. Smith has additional information on promotion.

15. INVENTORY - WEEDING - MAINTENANCE PROCEDURES

Inventory

You may want to insert in your manual some policies and suggestions regarding the regular process of inventory for your library. Some of the reasons for an inventory are:

As an annual report to the church board.

To aid in book/nonbook selection.

To help prepare financial reports.

To aid in the preparation of book/nonbook lists.

For use in promotion.

For insurance purposes.

For future planning.

The following is an example of an inventory policy:

An inventory of the _____ library shall be taken during the _____ week of each year or at a time near that date. The librarians and the staff shall participate and a copy of the inventory given to the sponsoring committee of the library.

Weeding

The best time to weed your library is during the inventory process. Weeding will keep the collection up-to-date and allow room for growth. The method you will want to use is to check the shelf list cards against the materials on the shelves, noting the following:

Poor physical condition.

Illegible print/poor illustrations.

Yellowed pages.

Outdated material.

New/revised material available.

Classification discrepancy.

Unnecessary duplicate.

Weeding should be considered if the material has one or more of the above characteristics, is more than ten years old, and has not circulated for three years.

Be certain your manual has your weeding procedures listed. Will the Property Committee of your congregation require a copy?

Maintenance

During your weeding and inventory period, you will discover items that need maintenance. Books and nonbook media will certainly need to be repaired at some time. List supplies you use with the instructions of how repairs are done in your manual. Supply houses will carry the necessary items for repairs, etc.

16. REPORTS

Regular reports on the library are necessary. Reports can also be used to alert the congregation to special needs that the library has, keep the potential users of the library informed about new developments, and help the library staff and committees make plans for improvement of services. As you make periodic reports, these are some areas you will want to examine and then record in your manual:

Book and nonbook media collection—new titles added, total volumes, recent gifts.

Use of the library—circulation by ages using the library, members/nonmembers, types of books or materials. Total circulation figures.

Personnel—the staff, training acquired, conferences attended, workshops planned, anniversaries, new staff members.

Finance—budget and expenditures, comparisons with previous years, needs for next year and future years.

Insurance—a copy of your acquisitions (accession list) with approximate value, photos, etc., should be included as a possible rider with your congregation's insurance policy.

Facilities and equipment—improvements made.

Special library services—special events planned, summer programs for children, services to the aged, nursing homes, etc.

Special needs.

17. LONG-RANGE PLANNING

This section of your manual is useful in planning for and reporting on long-term goals. At least every two or three years the library staff should review the effectiveness of library materials and services.

The following quote is from CSLA Guide No. 6, *Standards for Church and Synagogue Libraries*:

"Changes in personnel, environment, curriculum and study books, educational methods, and use of non-print materials, are among factors that may require a revision in policy, focus, or short- or long-term goals and planning."

List here the recommendations made to the congregation or sponsoring department by members of the library committee or library staff. These recommendations are the formal requests and statements that evolve from periodic evaluations by the staff or committee. Insert copies and dates of these recommendations and record the actions taken.

18. PROFESSIONAL MEMBERSHIPS

List here the library associations to which the library and/or librarian belongs. You will want to investigate membership in a library association in your denomination or faith group as well as the Church and Synagogue Library Association. The American Library Association as well as your state library association are also to be considered. Record any pertinent information in reference to these associations in this section of your manual:

Names and addresses of associations.

Names and addresses of local or regional chapter of association.

Types of membership held by your library/librarian.

Costs, renewal dates.

Name of person who receives mailings.

Participation in area workshops, national conferences, etc., of each of these associations.

CONCLUSION

Are you inspired? Whether you need to begin a manual or update your current one, if you follow the basic suggestions in this guide, you will have a valuable Policy and Procedure Manual at your disposal. Remember, keep it current by reviewing it annually.

Christine Thomson, editor, NETWORK, a newsletter for members of Provident Library Associates Network, wrote:

"Even the best policy statement should be reviewed on a regular basis to see if it needs updating or revision. Church members' needs and interests change and grow and library statements need to keep pace. With videos, audio cassettes, and computers sharing space on most library shelves, any policy that is more than ten years old is probably inadequate for your current needs."

Evaluation is a vital part of a good manual. Be sure to let others in your congregation see your manual. The staff will be able to see exactly what is expected of them and how they can further the ministry of the library. You may also want to consider sharing a copy with prospective volunteers. Be sure to share a copy with your reporting body.

To make tasks a little easier for the library workers, you may want to consider placing a copy of your policies and filing rules at the circulation desk.

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Church and Synagogue Library Association Publications

Guides

No. 1 Setting Up a Library: How to Begin or Begin Again, by Ruth S. Smith. 2nd Rev. ed. 1994. 23 p.

No. 2 Promotion Planning Year 'Round, by Claudia Hannaford and Ruth S. Smith. 3rd Rev. ed. 1996. 68 p. illus.

No. 3 Workshop Planning, by Ruth S. Smith. Rev. ed. 65 p. illus.

No. 4 Selecting Library Materials, by Arthur W. Swarthout. 3rd Rev. ed. 16 p.

No. 5 Cataloging Made Easy, by Ruth S. Smith. 2nd Rev. ed. 1996. 36 p. illus. index.

No. 6 Standards for Church and Synagogue Libraries: Guidelines for Measuring Effectiveness and Progress. 2nd Rev. ed. 1993. 20 p.

No. 7 Classifying Church or Synagogue Library Materials, by Dorothy B. Kersten. 2nd Rev. ed. 1990. 20 p.

No. 8 Subject Headings for Church and Synagogue Libraries, by Dorothy B. Kersten. 2nd Rev. ed. 1990. 48 p

No. 9 A Policy and Procedure Manual for Church and Synagogue Libraries: A Do-It-Yourself Guide. Rev. 2nd Rev. ed. 1998.

No. 10 Archives in the Church or Synagogue Library, by Evelyn R. Ling. 2nd Rev. ed. 1996. 24 p.

No. 11 Planning Bulletin Boards for Church and Synagogue Libraries, by Janelle A. Paris. 1984. 48 p. illus.

No. 12 Getting the Books Off the Shelves: Making the Most of Your Congregation's Library, by Ruth S. Smith. 2nd Rev. ed. 1991. 40 p.

No. 13 The ABC's of Financing the Church and Synagogue Library: Acquiring Funds, Budgeting, Cash Accounting, by Claudia Hannaford. 1985. 36 p.

No. 14 Recruiting and Training Volunteers for Church and Synagogue Libraries, by Lorraine E. Burson. 1986. 32 p. illus. charts. Bibliography.

No. 15 Providing Reference Service in Church and Synagogue Libraries, by Jennifer Pritchett. 1987. 60 p. Bibliography. Addendum added for books published through 1997.

No. 16 The Bible in Church and Synagogue Libraries, by William H. Gentz. 1989. 26 p.

No. 17 Nonbook Media To Go: Incorporating Audio and Video Recordings and CD-ROM's into the Congregational Library, by Joyce Burner. 1997. 20 p.

Thirty Years of Service to Congregational Libraries 1967-1997. 28 p.

Bibliographies

Church and Synagogue Library Resources, by Dorothy Rodda. 5th Rev. ed. 1992. 24 p.

A Basic Book List for Church Libraries, by Bernard E. Deitrick. 4th Rev. ed. 1995. 16 p

Helping Children Through Books: A Selected Booklist, by Patricia Pearl. 3rd Rev. ed. 1990. 24 p.

Religious Books for Children: An Annotated Bibliography, by Patricia Pearl Dole. 3rd Rev. ed. 1993. 40 p.

Books For Teens, Stressing the Higher Values, by Edith S. Tyson. 1993. 30 p.

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